

Christ Church

EPISCOPAL

Space Planning Policy

It is the policy of Christ Church Episcopal to use our facilities to support the mission of the church and serve our community.

Space usage will be allocated on a based on the following priorities:

1. The highest priority will be for church-sponsored events, including church ministry meetings and other events as determined by the Rector.
2. The second priority is for non profit/community groups that Christ Church supports. The Rector has final authority over whether a group's mission is consistent with Christ Church's mission and beliefs.
3. The third priority is for members of Christ Church. Member usage will be limited to available space, up to three months in advance with the Rector's approval. Members will be asked to sign a usage agreement, make a cleaning deposit and pay a rental fee.

Christ Church does not allow non-members or for profit organizations to use the facilities to host events. The Rector may authorize use by these groups if he/she determines the use will support the mission of Christ Church.

There will be no fees for non-profit or community groups to use the facilities. Members cleaning deposits will be refundable if all aspects of the usage agreement are fulfilled.

| <u>Space</u> | <u>Rent per hour</u> | <u>Cleaning Deposit</u> |
|--|----------------------|-------------------------|
| Library, Parlor, Room 202, GCC Conf | \$15.00 | \$50 |
| Other rooms 2 nd floor Ed Bldg. | \$10.00 | \$25 |
| GCC Café | \$15.00 | \$50 |
| GCC Main Room | \$40.00 | \$100 |